



DEPARTMENT of AGRICULTURE
STATE OF MISSOURI
JEFFERSON CITY

BOB HOLDEN
GOVERNOR

LOWELL MOHLER
DIRECTOR

*Serving, promoting and protecting the agricultural producers, processors
and consumers of Missouri's food, fuel and fiber products.*

CERTIFICATE OF FREE SALE REQUEST PROCEDURE

The Missouri Department of Agriculture is pleased to provide **Certificates of Free Sale** at no cost to Missouri-based companies and Missouri manufacturing plants. Our policy is to prepare these documents within three working days.

In order to expedite your certificate request, we ask that you fax your request on your company letterhead to:

Shelley Haslag
International Marketing Program
(573) 751-2868 (fax)
(573) 751-4338 (telephone)

Please include the following information:

1. Full name and location of Missouri company headquarters;
2. Full name and location of company requesting document (if different than #1);
3. City in which the Missouri manufacturing facility is located;
4. Plant location (if outside of Missouri);
5. Brand name of product shipped, or name used on carton/label.
6. Brief explanation of product if technical in nature (i.e., a food ingredient or an animal vaccine);
7. Country of destination;
8. Approximate CIF value or value of shipment at foreign port;
9. To whom to return the certificate (i.e., to our freight forwarder/importer, to the attention of "x", etc.);
10. Manner of returning the certificate, i.e., via U.S. mail, via courier service (utilizing your account number), faxed copy, etc.;

Thank you for your cooperation and allowing us to serve you.

Division of Agriculture Business Development

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